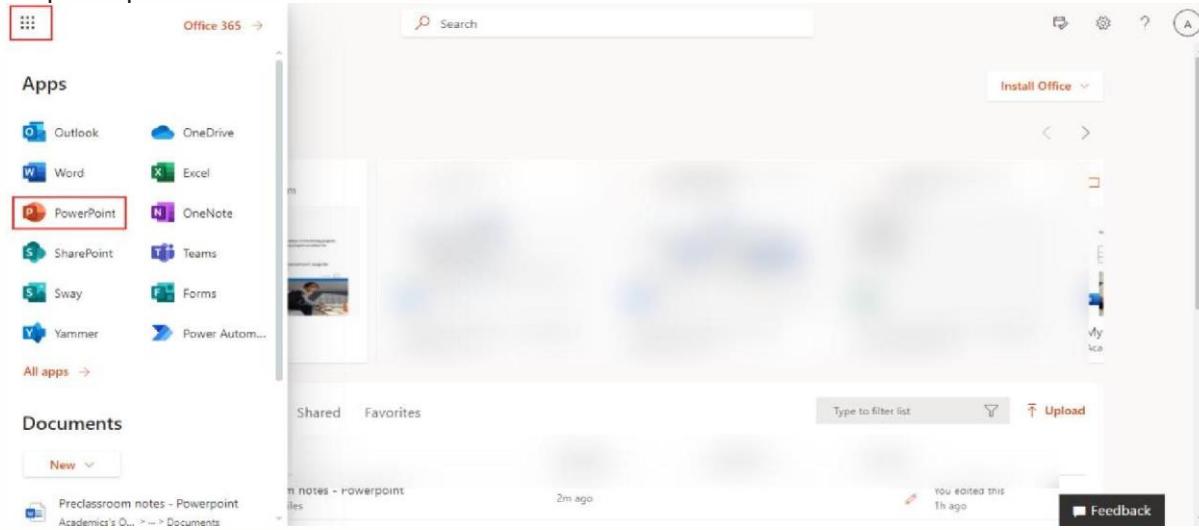




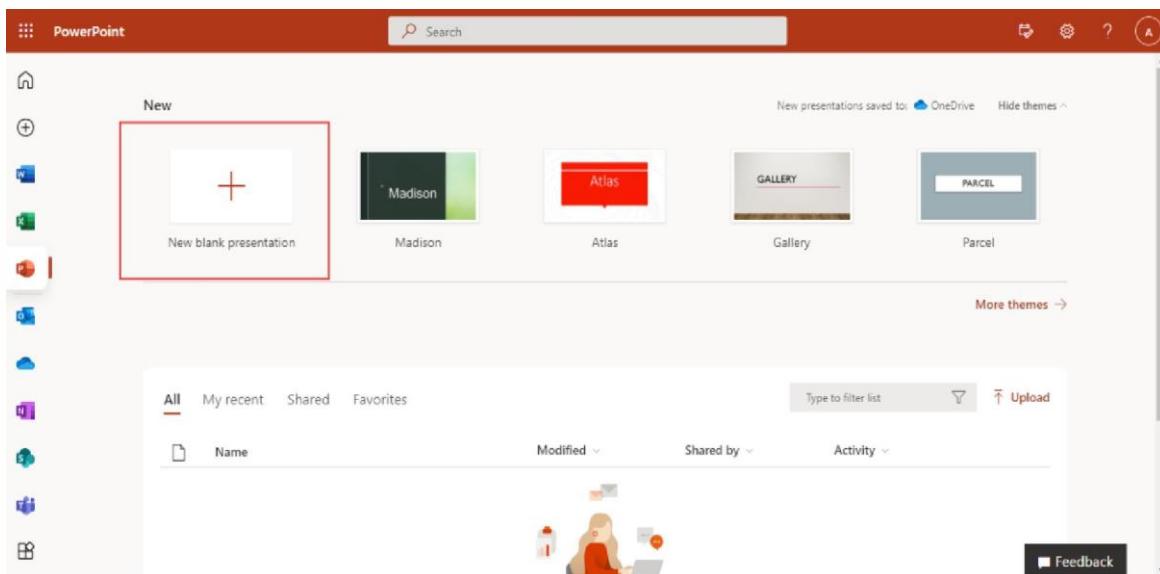
## Pre-Classroom Notes - PowerPoint Online

**Step 1:** Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID Follow the steps mentioned below.

Step 1: Open PowerPoint from 9 dots above on the left.

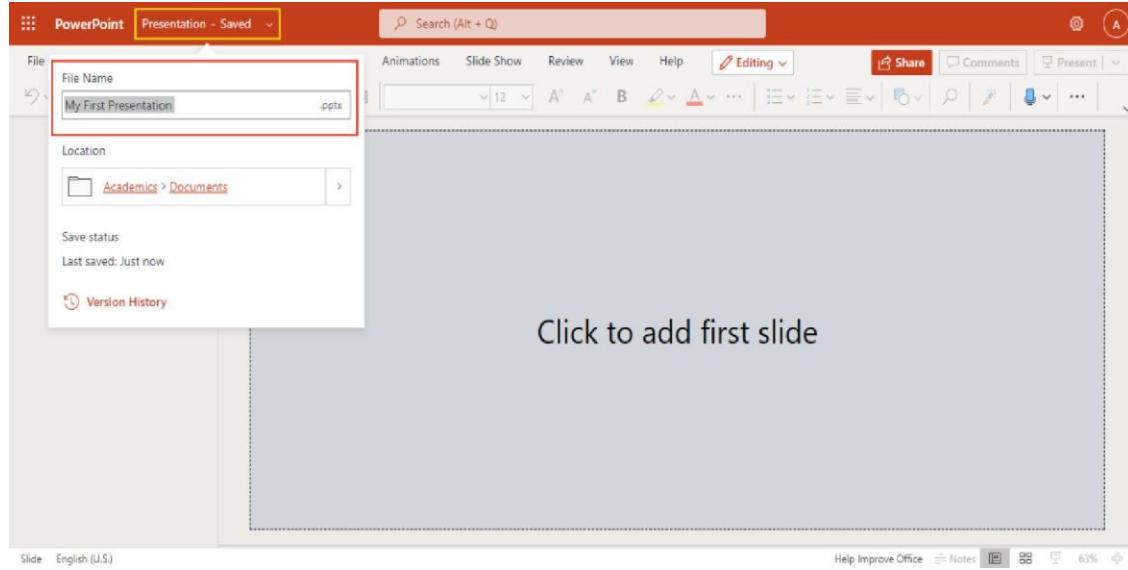


**Step 2:** Click on “New Blank Presentation”. Even You can explore the templates.

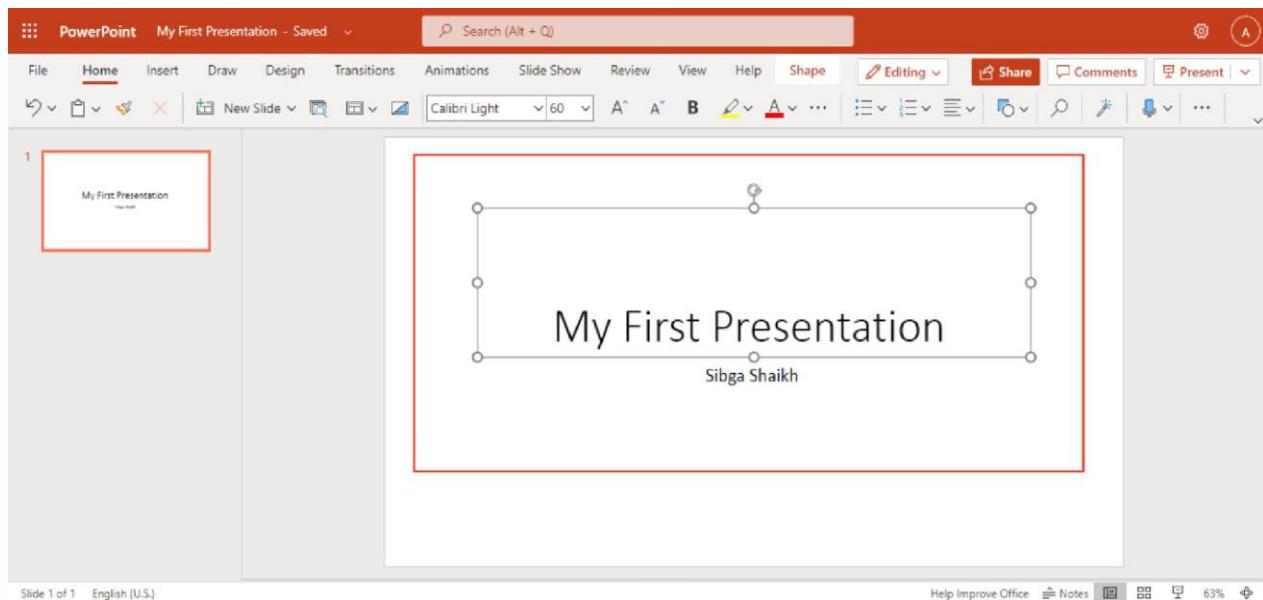




### Step 3: Name your PowerPoint document - "My First Presentation"



### Step 4: Write the title and your name on the first slide





**Step 5:** From the drop-down button next to New Slide, you can add various slide layouts to your presentation. Select the Title and Content for the next slide.

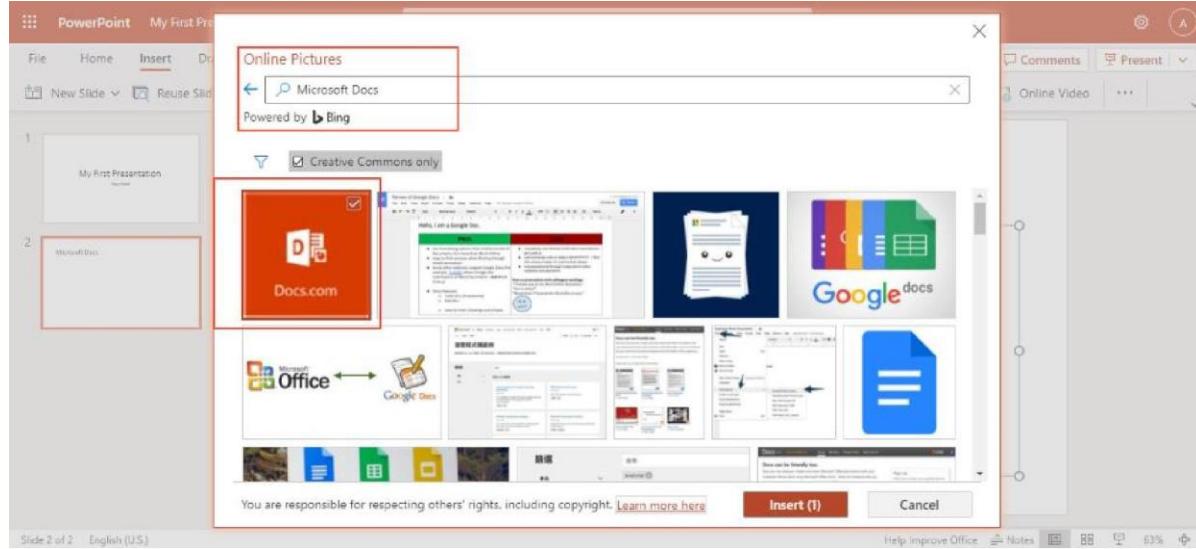
The screenshot shows the Microsoft PowerPoint ribbon with the 'Home' tab selected. In the 'New Slide' dropdown menu, several layout options are displayed under the 'office theme' section, including 'Title and Content' (selected), 'Section Header', 'Comparison', 'Picture with Caption', and 'Blank'. The main slide area displays the title 'My First Presentation' and author 'Sibga Shaikh'. The status bar at the bottom indicates 'Slide 1 of 1' and 'English (U.S.)'.

**Step 6:** Click Insert and then click on Pictures. Add an image from Bing pictures.

The screenshot shows the Microsoft PowerPoint ribbon with the 'Insert' tab selected. In the 'Pictures' dropdown menu, the option 'Bing pictures...' is highlighted. The main slide area displays a blank slide titled 'Microsoft Docs'. The status bar at the bottom indicates 'Slide 2 of 2' and 'English (U.S.)'.

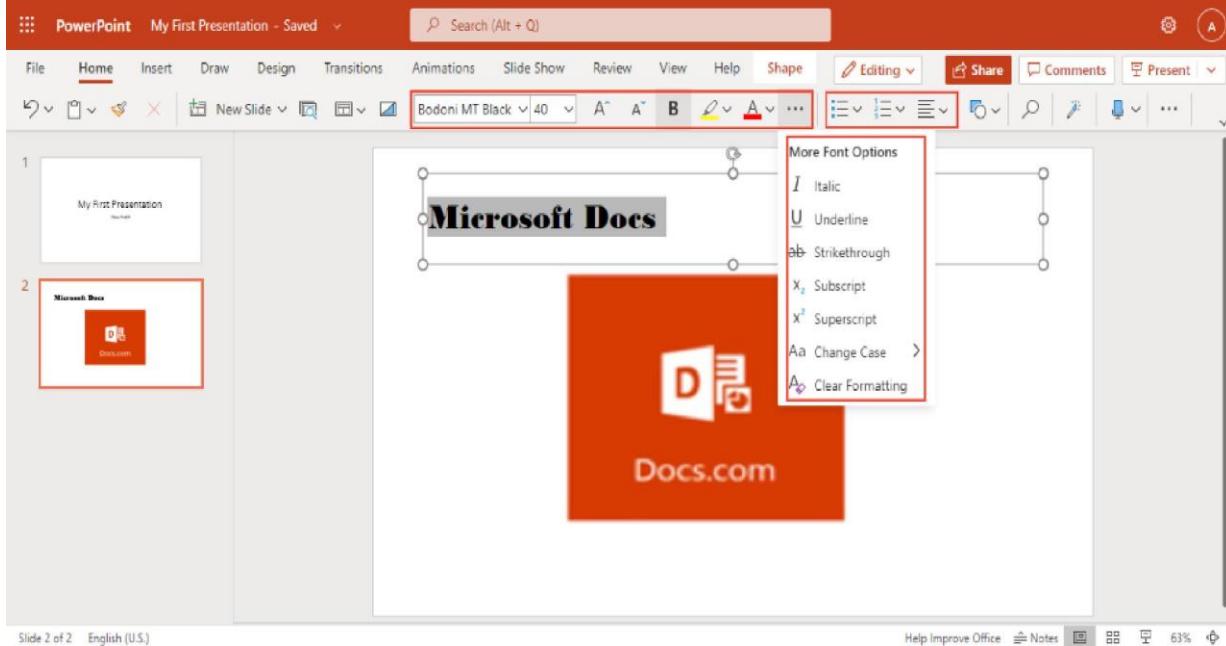


**Step 7:** Once you click on Bing images you will be asked to choose a suitable image for your content. Select the image and click on insert.



**Step 8:** Add and format text

→ Select the text, and then select an option on the **Home** tab: **Font, Font size, Bold, Italic, Underline** can be changed.



**Note:** We will learn about more features in the class